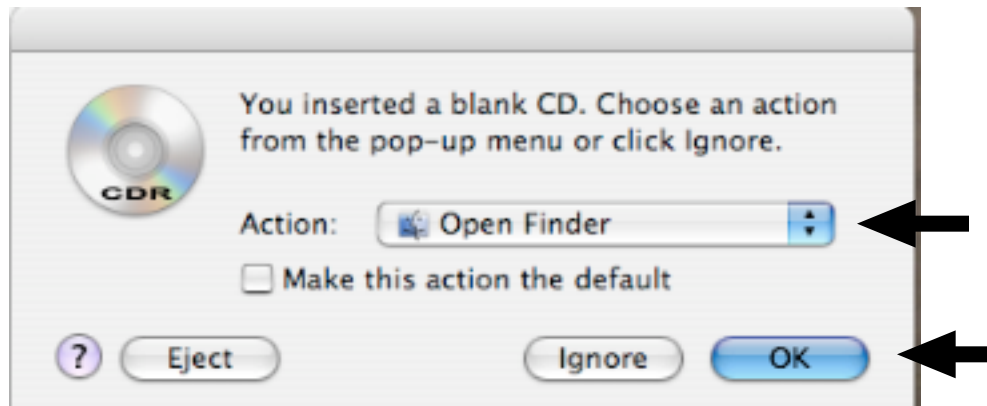


Burning a CD

(There are CD burners on the laptops, LMC eMacs, classroom eMacs, and Lab iMacs.)

Organize a folder on the desktop of your computer containing the items you want to burn.

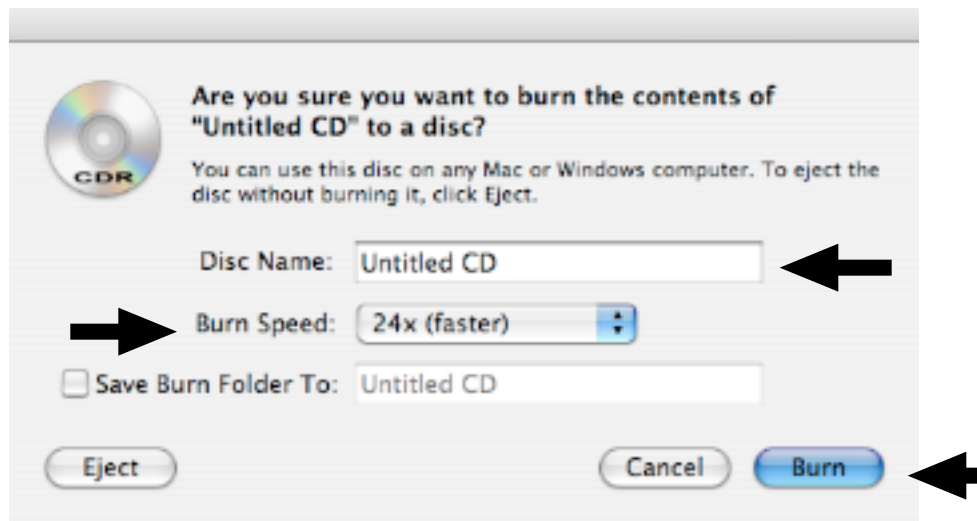
Insert a blank CD-R into the CD drive. A window will open that looks like this.



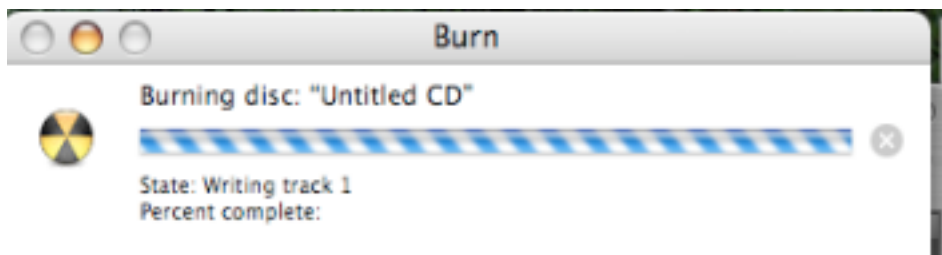
Be sure that **Open Finder** is selected in the **Action** pull down box. Click **OK**.

Drag and drop the folder you want to burn onto the CD icon on the desktop. Then drag the CD icon to the **Burn** symbol in the dock. (The Trash turns into a burn symbol as you drag the CD icon to the dock.)

You will then see a window that looks like this:



Title your disc in the box next to **Disc Name**. Leave the default burn speed that shows up with the disc. (In this example it is 24X.) Click **Burn**. This process will take a few minutes. You can see the progress in the Burn task bar that appears:



When the burn task is complete, this task bar disappears and the CD is titled on the desktop. Eject your disc and take it with you.